

# CITY COMMISSION MEETING

## VALLEY CITY, NORTH DAKOTA

Tuesday, February 4, 2025  
5:00 PM

The City Commission Meeting will begin on Tuesday, February 4, 2025 at 5:00 PM CT, at the City Commission Chambers, 254 2<sup>nd</sup> Avenue NE, Valley City, ND.

The meeting is also available to view online <https://us06web.zoom.us/j/89777732480> or listen by calling (1 346 248 7799) Webinar ID: 897 7773 2480.

Board of City Commissioners	Role	Department Supervisor	Role
Dave Carlsrud	President	Gwen Crawford	City Administrator
Michael Bishop	Commissioner	Carl Martineck	City Attorney
Duane Magnuson	Commissioner	Brenda Klein	Finance Director
Jeffrey Erickson	Commissioner	Brandy Johnson	Deputy Auditor
Dick Gulmon	Commissioner	Tina Current	City Assessor
		Gary Jacobson	Public Works Accountant
		Scott Magnuson	Fire Chief
		Nick Horner	Police Chief
		KLJ/Moore	City Engineers

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**NEXT RESOLUTION No. 2474**

**NEXT ORDINANCE No. 1169**

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE (PLEASE STAND)

### APPROVAL OF AGENDA

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

### APPROVAL OF CONSENT AGENDA

A. Approve Minutes from the January 21, 2025, Finance and Commission Meeting Minutes. Page 3

B. Approve the Raffle Permit requests for:

- Harvest for Hunger Campaign at CHS Dakota Plains Ag on 3.28.2025 Page 6
- Sanford Valley City Clinic at The Reserve at Woodland on 2.7.2025
- Ducks Unlimited Barnes County Chapter at Valley City Eagles Club on 3.15.2025

C. Approve 2024-25 Contractor License for:

- Pine Country Landscaping & Nursery, Valley City ND Page 15

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

### PUBLIC COMMENTS

Attorney General's "A Citizen's Guide to North Dakota Open Records & Open Meetings Laws" \*A member of the public does not have the right to speak to the governing body at an open meeting. The public is only entitled to see and hear what happens at a meeting, and to record or broadcast those observations.

- ✓ No personal attacks to persons present or not
- ✓ No inflammatory language used during time that you have the platform
- ✓ 5-minute maximum or as directed by the chair
- ✓ Thank you for participating in City Government.

### ORDINANCE

1. Approve First Reading of Ordinance 1168, an ordinance to amend and reenact subsection 1 of section 4-01-03 of the Valley City Municipal Code related to new alcoholic beverage license for private golf courses. (City Attorney Martineck) Page 17

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

### RESOLUTION

1. Approve Resolution 2473, A Resolution to Annex Territory. (City Attorney Martineck) Page 19

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

**NEW BUSINESS**

**NB1. Approve Letter of Intent for Barnes County Multi Hazard Mitigation Plan. (President Carlsrud)**

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud Page 21

**NB2. Annexation Exhibit - Oxbow Addition/Woodland Park. (City Engineer)** Page 22

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

**NB3. Approve Task Order for Valley City NW Water Tower: Environmental Documentation & Final Design. (City Engineer)** Page 24

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

**NB4. Approve Task Order for Final Design for Hyland Park Estates Water, Sanitary Sewer, Storm Sewer and Paving Improvements. (City Engineer)** Page 34

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

**NB5. Approve the 2025 Contract for Custodial Maintenance Services. (City Attorney Martineck)** Page 37

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

**CITY ADMINISTRATOR'S REPORT****CITY UPDATES & COMMISSION REPORTS****ADJOURN**

# CITY COMMISSION FINANCE MEETING

## VALLEY CITY, NORTH DAKOTA

*Tuesday, January 21, 2025*  
2:30 PM

### Called to Order

President Carlsrud called the meeting to order at 2:30 PM.

### Roll Call

Members present: President Carlsrud, Commissioner Bishop via Zoom, Commissioner Magnuson, Commissioner Erickson, Commissioner Gulmon.

Other present: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Police Lieutenant Rustebakke, Administrative Assistant Hintz

### Agenda Items

**Review monthly bills/reports.** Finance Director Klein reviewed the monthly bills and reports.

**Review Change Order #1 for Paving Improvement District No. 126.** Engineer Peterson reviewed the change order for Paving Improvement District No 126. Each item was discussed.

**Discussion on the Annexation of the Oxbow Addition/Woodland Park** area into the replat of the Woodland Park. This is the entrance and was not part of the original annexation. The Park Board has been reached out to regarding adding the golf course to the annexation. This does not affect the replat but makes sense to take care of when we are working on the replat. The consensus is to move forward.

**Discuss creation of golf course alcoholic beverage license.** Discussion took place on creating a new golf course alcoholic beverage license lead by Attorney Martineck. The consensus was to move forward with the license process.

**Alternative subdividing and platting procedures.** Valley City already has one of the quickest subdivisions and platting processes in the state. Questions came up whether we should have some exemptions to the platting process on the joining of 2 lots, lot split or a lot line adjustment. In those cases, as long as it was per code, it would not need to go to the Boards for approval, the planning administer would approve it would go forward without formal action of either Commission. This will be sent to Planning & Zoning for their view.

**Discuss application process for zoning nonconformities.** After some discussion, this item will be sent to Planning & Zoning for their view.

**Discuss Paving Improvement District 130 Protests.** A Protest with signatures was received with over 52% of the area protesting. James Jensen, Todd Ingstad and Cory Ravnas shared their reasoning for the protest. The Commission's consensus was to accept the protests, start the paving project over with a new paving district and move the official bid date to October.

### Department Reports

#### **Sanitation Department**

**Sanitation Supervisor Swart** reported on the Electronic Disposal Week and how well it went. She hopes to have another week later this year. Reminder to have your garbage out by 7AM.

#### **Electric Department**

**Electrical Superintendent Senf** reported that his crew has taken down most of the holiday lighting. He has a couple guys monitoring load management 24/7. Review of last year's outages showed that the power was on 99.999% of the time. Discussion was had on power to the new light posts. No special circuits will be added.

#### **Fire Department**

**Fire Chief Magnuson** shared a review of 2024's calls. On dangerous buildings, the building on currently in Viking Trailer Court is in the process and being removed and there is one on Viking Drive that the owner has secured a crew for a spring demolition & removal. **Assistant Fire Chief Coit** gave a report on the 2024 Fire Extinguisher Service Report and we are up in receivables. He discussed that the more he does with servicing he has less time for inspections. As this is covered in our code, it was discussed and will be brought up at the next Finance Meeting. Coit also gave the 2024 Building Report. Residential

builds were up, additions were down. Renovations were also up for the year. Commercial builds were down as well as additions but the renovations were up. New & Institutional builds and additions were both up. Total permits in general were all up.

#### **Police Department**

Police Lieutenant Rustebakke went over the Calls for Service Report for the Police Department. There was a compliance check held and 10 of the 14 establishments passed. The annual Fraternal Order of Police Kids & Cops Event was held and the majority of the Department helped. They are currently working an Active Shooter Training with CHI Mercy Hospital. There are several people going through back ground checks for hiring as well as they did hire 1 person who will be starting in February.

#### **Street Department**

Operations Supervisor Klemisch (via Zoom) shared that he signed with Pittsburgh Tank & Tower to have the John Deere tower painted this summer. VCSU will be paying a share to put their logo on the tower. He also signed an agreement with Midco Marine & Diving to dive the towers this summer. The Water Crew has been working on the Lead Line Inventory. The Street Crew is working on Christmas Tree pickup and painted the inside of the Pole Shed for housing of the sewer truck when the new shop is built. The Osh Kosh snow blower has been returned.

#### **Administration**

City Administrator Crawford discussed the Bills and Legislative Hearings that they will be attending that effect our City and Residents.

#### **Agenda Items Continued**

**Discussion related to a Single-Family Housing Pilot Program.** Jennifer Feist, with the Development Corp. explained the new program. The goals of the program are to increase housing inventory, increase our tax base, increase home ownership and increase population in Valley City and Barnes County. The proposed investments from the City were discussed. Invest \$10,000 per new home that meets the program guidelines sourced from City funds, waiver of water and sanitary sewer tap fees including temporary meter charges, approve \$118,750 sourced from the City Sales Tax dedicated to economic development, and fund up to six (6) homes initially.

#### **Adjourn**

The meeting was adjourned at 4:50PM.

# **CITY COMMISSION MEETING VALLEY CITY, NORTH DAKOTA**

*Tuesday, January 21, 2025*

President Carlsrud called the meeting to order at 5:00 PM.

Members present: President Carlsrud, Commissioner Erickson, Commissioner Gulmon, Commissioner Magnuson, Commissioner Bishop via Zoom

Others: City Administrator Crawford, City Attorney Martineck, Finance Director Klein, Police Lieutenant Rustebakke and Administrative Assistant Hintz

## **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA**

**Add to the Agenda New Business Items: NB8 Consider Support for HB 1577, NB9 Accept Protests for Paving Improvement District No. 130 and NB10 Consider Changing Bid Date for 2<sup>nd</sup> St N, 3<sup>rd</sup> Ave NE & 4<sup>th</sup> Ave NE Reconstruction Project from April to October 10, 2025. Withdraw Resolution 2471 and 2472.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.  
Motion passed unanimously.

## **PROCLAMATION**

President Carlsrud proclaimed January 26 through February 1, 2025 to be Catholic Schools Week.

### **APPROVAL OF CONSENT AGENDA**

- A. **Approve Minutes from the January 7, 2025 Commission Meeting and the January 10, 2025 Special Commission Meeting.**
- B. **Approve the Site Authorization request for:**  
North Dakota Horse Foundation at Sky Lanes Ending 6.30.2025.
- C. **Approve the Raffle Permit requests for:**  
Trinity Lutheran Stewardship at Trinity Lutheran Church on 2.15.25.  
Student Nurse Organization at Valley City State University on 4.2.25  
Education Foundation at Hi-Liner Activity Center on 1.28.25
- D. **Approve 2025 License Renewals for:**  
Kotaco Fuels for L.P. Gas Permit  
Bumpa's Ice Cream for Mobile Frozen Dessert Vendor

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson. Motion passed unanimously.

## **ORDINANCE**

**Approve the second and final reading of Ordinance 1167, an ordinance to amend and reenact section 7-03-05.1 of the Valley City Municipal Code related to removal of snow and ice from sidewalks.**

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.  
Motion passed unanimously.

## **NEW BUSINESS**

**Approve Monthly Bills for the City and Public Works in the Amount of \$1,293,654.**

Commissioner Bishop moved to approve, seconded by Commissioner Magnuson.  
Motion passed unanimously.

**Approve Request for Funds from the Valley City Barnes County Development Corporation for a Single-Family Housing Pilot Program.**

Commissioner Magnuson moved to approve \$10,000 per new home, or up to \$3,200 for properties in the Renaissance Zone, that meet the program guidelines sourced from City funds, approve waiver of water and sanitary sewer tap fees including temporary meter charges, approve \$118,750 sourced from the City Sales Tax dedicated to economic development, fund up to six (6) homes initially, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Approve Purchase Agreement for the PFP House at 231 9<sup>th</sup> Ave NE.**

Commissioner Erickson moved to approve, seconded by Commissioner Magnuson.  
Motion passed unanimously.

**Approve Cost Share Agreement Reimbursement Valley City NW Standpipe Replacement.**

Commissioner Magnuson moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Approve Second Addendum to Contract with City of Fargo Landfill.**

Commissioner Gulmon moved to approve, seconded by Commissioner Erickson.

Motion passed unanimously.

**Approve Task Order Amendment for Construction Engineering for  
Paving Improvement District No. 125, etc. – 2<sup>nd</sup> Ave NE/3<sup>rd</sup> St NE/3<sup>rd</sup> Ave NE.**

Commissioner Magnuson moved to approve, seconded by Commissioner Bishop.

Motion passed unanimously.

**Approve Amendment to City Section 125 Flexible Benefits Plan.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Consider Support for HB 1577.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Motion passed unanimously.

**Accept Protests for Paving Improvement District No. 130.**

Commissioner Gulmon moved to approve, seconded by Commissioner Magnuson.

Motion passed unanimously.

**Consider Changing Bid Date for 2<sup>nd</sup> St N, 3<sup>rd</sup> Ave NE & 4<sup>th</sup> Ave NE Reconstruction Project from  
April to October 10, 2025.**

Commissioner Bishop moved to approve, seconded by Commissioner Gulmon.

Roll Call Vote: Bishop – Aye, Magnuson – Nay, Gulmon – Aye, Erickson - Aye, Carlsrud – Aye.

Motion Passed.

**CITY ADMINISTRATOR'S REPORT**

**City Administrator Crawford** talked about the busy months ahead watching the House & Senate Bills that affect our City. She and Mayor Carlsrud will be speaking on several.

**City Assessor Current** reminded all to sign up on line for the 2025 Primary Residence Tax Credit. She also suggested that we check out the new Assessor Website.

**Commissioner Gulmon** spoke on the financial state of the City. Our revenues are currently out pacing our expenses so we seem to be doing well.

**Mayor Carlsrud** thanked all the City Employees for what you do every day for the City and its Residents, especially during this brutal weather. Thank you to the Commissioners for what you do. Please remember to follow the latest happenings going on at the Capitol.

**ADJOURN**

Meeting was adjourned at 5:38 P.M.

Attested to by:

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Brenda Klein, Finance Director  
City of Valley City

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Dave Carlsrud, President of the  
City of Valley City Commission



**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
**NORTH DAKOTA OFFICE OF ATTORNEY GENERAL**  
**GAMING DIVISION**  
**SFN 17926 (4-2023)**

Permit Number

1534

## Permit Type (check one)

<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*						
Games Authorized							
<input type="checkbox"/> Raffle by a Political or Legislative District Party							
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle	<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle	<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*	<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Harvest for Hunger Campaign</b>	Dates Authorized (Read Instruction 2) <b>March 28.2025</b>		
Organization or Group Contact Person <b>Jacob Goeden</b>	E-mail <b>jacob.goeden@chsinc.com</b>	Telephone Number <b>218-639-7844</b>	
Mailing Address <b>151 9th Ave NW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

## SITE INFO

Site Name <b>CHS Dakota Plains Ag</b>	County <b>Barnes</b>		
Site Address <b>151 9th Ave NW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

If the city or county is placing restrictions on the permit, please explain

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)

**3.28.2025 Raffle**

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

- a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:
  - (1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
  - (2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

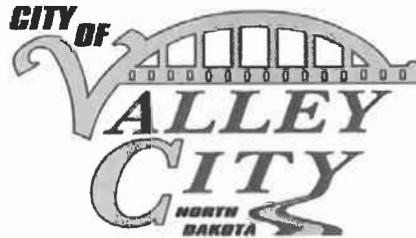
Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

## CITY OR COUNTY CONTACT PERSON

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>2.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**

City Hall  
254 2nd Ave NE  
Valley City, ND 58072



Phone: 701-845-1700  
Fax: 701-845-4588  
[www.valleycity.us](http://www.valleycity.us)

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Dear Applicant,

The City Commission has approved the raffle permit with the understanding that the permit holder is in compliance with state and federal regulations and laws.

Per the Valley City Commission, **raffle tickets** for local raffle permits where firearms are prizes, must indicate that:

- the recipient must be 18 of years of age or older
- the recipient must pass a background check in order to receive the prize
- the ownership transfer of all firearms must conform with all state and federal laws and regulations

As state and federal regulations and laws change, the above requirements may change as well. It is the responsibility of the permit holder to maintain compliance with these future changes and to adjust the information of the raffle ticket accordingly.

Thanks!

Judi Hintz  
Administrative Assistant  
City of Valley City  
(701) 845-8121



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (4-2023)

Paid \$10. - Cash  
1-21-25  
#1534

Applying for (check one)

<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*				
Games to be conducted					
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle	<input type="checkbox"/> Raffle by a Political or Legislative District Party			
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle	<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*	<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Harvest for Hunger Campaign</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>March 28, 2025</b>		
Organization or Group Contact Person <b>Jacob Goeden</b>		E-mail <b>jacob.goeden@chsinc.com</b>	Telephone Number <b>218-639-7844</b>	
Business Address <b>151 9th Ave NW</b>		City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Mailing Address (if different)		City	State	ZIP Code

## SITE INFO

Site Name <b>CHS Dakota Plains Ag</b>		County <b>Barnes</b>	
Site Physical Address <b>151 9th Ave NW</b>		City <b>Valley City</b>	State <b>ND</b>
ZIP Code <b>58072</b>			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>Raffle drawing on March 28, 2025</b>			

## PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Henry .22 Rifle	\$549.99
Raffle	Henry .22 WMR Rifle	\$619.99
Total (limit \$40,000 per year)		\$ 1,169.98

## Intended Uses of Gaming Proceeds

*Proceeds Donated to Great Plains Food Bank*

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

Yes  No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

Yes  No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

No  Yes - Total Retail Value:  (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

Yes  No

Name <b>Jacob Goeden</b>	Title <b>Location campaign lead</b>	Telephone Number <b>218-639-7844</b>	E-mail Address <b>jacob.goeden@chsinc.com</b>
Signature of Organization or Group's Top Official <i>Jacob Goeden</i>		Title <b>Location Harvest for Hunger Campaign Lead</b>	Date <b>1-20-25</b>



**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
**NORTH DAKOTA OFFICE OF ATTORNEY GENERAL**  
**GAMING DIVISION**  
**SFN 17926 (4-2023)**

Permit Number

1535

Permit Type (check one)

Local Permit  Restricted Event Permit\*

Games Authorized  Raffle by a Political or Legislative District Party

Bingo  Raffle  Raffle Board  Calendar Raffle  Sports Pool  Poker\*  Twenty-One\*  Paddlewheels\*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Sanford Valley City Clinic</b>	Dates Authorized (Read Instruction 2) <b>February 7.2025</b>		
Organization or Group Contact Person <b>Robert Hagen</b>	E-mail <b>robert.hagen@sanfordhealth.org</b>	Telephone Number <b>701-845-6000</b>	
Mailing Address <b>520 Chautauqua Blvd</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

## SITE INFO

Site Name <b>The Reserve at Woodland</b>	County <b>Barnes</b>		
Site Address <b>1241 14th St SW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

If the city or county is placing restrictions on the permit, please explain

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle- 10/30, 11/30, 12/31, etc.)

**2.7.2025 Raffle**

Permits must be issued prior to the 1st event date.

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

- a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:
  - (1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
  - (2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

## CITY OR COUNTY CONTACT PERSON

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official		Date <b>2.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City <input type="checkbox"/> County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

#1535

Applying for (check one)

<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games to be conducted	<input type="checkbox"/> Raffle by a Political or Legislative District Party
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle
<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*
<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Sanford Valley City Clinic</b>	Dates of Activity (Does not include dates for the sales of tickets) <b>02/07/2025</b>		
Organization or Group Contact Person <b>Robert Hagen</b>	E-mail <b>robert.hagen@sanfordhealth.org</b>	Telephone Number <b>701-845-6000</b>	
Business Address <b>520 Chautauqua Blvd</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Mailing Address (if different)	City	State	ZIP Code

## SITE INFO

Site Name <b>The Reserve at Woodland</b>	County <b>Barnes</b>		
Site Physical Address <b>1241 14th St SW</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
<b>02/07/2025- One Time 50/50 Raffle</b>			

## PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
<b>Raffle</b>	<b>Money</b>	<b>Approx. \$300</b>
	<b>Total (limit \$40,000 per year)</b>	<b>\$ 300</b>

## ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
<b>Donation to local charity</b>
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: <input type="text"/> (This amount is part of the total prize limit for \$40,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer <b>Elizabeth Johnson</b>	Telephone Number <b>701-845-6000</b>	E-mail Address <b>elizabeth.johnson3@sanfordhealth.org</b>
Signature of Organization Group's Permit Organizer 	Title <b>RN</b>	Date <b>1/22/2025</b>



**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 17926 (4-2023)

Permit Number

**1536**

Permit Type (check one)

Local Permit  Restricted Event Permit\*

Games Authorized  Raffle by a Political or Legislative District Party

Bingo  Raffle  Raffle Board  Calendar Raffle  Sports Pool  Poker\*  Twenty-One\*  Paddlewheel

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>Ducks Unlimited Barnes County Chapter</b>	Dates Authorized (Read Instruction 2) <b>3.15.2025</b>		
Organization or Group Contact Person <b>Scott Tichy</b>	E-mail <b>stichy64@gmail.com</b>	Telephone Number <b>701-840-8561</b>	
Mailing Address <b>212 Broadway</b>	City <b>Tower City</b>	State <b>ND</b>	ZIP Code <b>58072</b>

**SITE INFO**

Site Name <b>Valley City Eagles Club</b>		County <b>Barnes</b>
Site Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b> ZIP Code <b>58072</b>

If the city or county is placing restrictions on the permit, please explain

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)

**3.15.2025 Raffle**

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county **and** the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

**CITY OR COUNTY CONTACT PERSON**

Name <b>Brenda Klein</b>	Title <b>Finance Director</b>	Telephone Number <b>701-845-1700</b>	E-mail Address <b>bklein@valleycity.us</b>
Signature of City or County Official	Date <b>2.5.2025</b>	Issuing Governing Body <input checked="" type="checkbox"/> City	<input type="checkbox"/> County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.



**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

**NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (9-2023)**

Paids CK# 5334  
1/28/05

Permit #1536

**Applying for (check one)**

<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games to be conducted	
<input type="checkbox"/> Raffle by a Political or Legislative District Party	
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle
<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*
<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> Paddlewheels*

*\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.*

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

## ORGANIZATION INFO

Name of Organization or Group <b>Ducks Unlimited Barnes County Chapter</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>13 March 2025</b>	
Organization or Group Contact Person <b>Scott Tichy</b>		E-mail <b>stichy64@gmail.com</b>	Telephone Number <b>701-840-8561</b>
Business Address <b>212 Broadway</b>		City <b>Tower City</b>	State <b>ND</b> ZIP Code <b>58071</b>
Mailing Address (if different)		City	State ZIP Code

## SITE INFO

Site Name <b>Valley City Eagles Club</b>	County <b>Barnes</b>		
Site Physical Address <b>345 12th Ave NE</b>	City <b>Valley City</b>	State <b>ND</b>	ZIP Code <b>58072</b>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>13 March 2025</b>			

**PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)**

Game Type	Description of Prize	Exact Retail Value of Prize
Raffles	Prize list attached	7,611.00

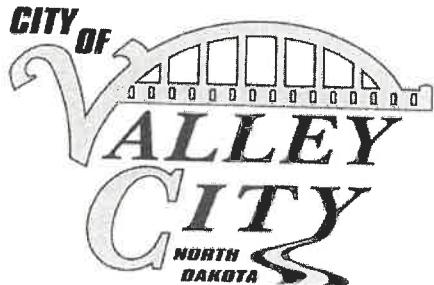
**ADDITIONAL REQUIRED INFORMATION**

Intended Uses of Gaming Proceeds	
<b>Proceeds will be turned over to ducks unlimited for wetland and grassland conservation programs.</b>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)	
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes - Total Retail Value: <b>7,370.00</b> (This amount is part of the total prize limit for \$40,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Printed Name of Organization Group's Permit Organizer <b>Scott Tichy</b>	Telephone Number <b>701-840-8561</b>	E-mail Address <b>stichy64@gmail.com</b>
Signature of Organization Group's Permit Organizer 	Title <b>Area Chairman</b>	Date <b>Jan 27, 2025</b>

### Raffle Prizes

Shotgun Retay 12 ga	\$400
Shotgun ATA 12 ga	\$419
Shotgun Tristar .20/.12 ga	\$645
Shotgun Weatherby .12 ga	\$900
Shotgun Retay .12 Ga	\$400
Pistol Taurus .22	\$250
Pistol Heritage .22	\$231
Rifle Christensen .270	\$979
Pistol Springfield 9mm	\$500
Rifle Rossi .22	\$226
Sling Bag	\$35
Art Print	\$100
DU Throw	\$35
Hunting Blind	\$50
Silencer	\$380
Cooler	\$20
Hunting Bag	\$40
Dog Vest	\$20
Duck Decoys	\$100
Fish House	\$200
Busch LED Sign	\$250
DU Sign	\$250
Tin Signs	\$20
Red Ryder BB Gun	\$50
Fishing Poles	\$40
DU Tote	\$25
Ammo	\$200
Cooler	\$200
Binoculars	\$170
Blind Bag	\$30
Duffle Bag	\$40
Gun Case	\$100
Blind Bag	\$40
Case of Beer	\$30
Decoys (3 boxes @\$60ea.)	\$180
DU Hats (12 @\$5 ea)	\$60
Decoy Bag	\$50
Knife sharpeners (12@\$8)	\$96
 Total	 \$7611



2025-09

**City of Valley City, North Dakota  
Application for  
Tree Trimming and Removal Service  
License**

**FOR PERIOD: January 1, 2025 - December 31, 2025**

*The undersigned hereby makes application for a license to the City of Valley City, North Dakota, and agrees to comply with the requirements of City Ordinances pertaining thereto.*

**Name of Business:**

Pine Country Landscaping & Nursery

**Owner:**

Ashley Martinson & Chris Martinson

**Mailing Address:**

911 East Main

**City, State Zip Code:**

Valley City ND 58072

**Phone Number:**

701-840-4023

**Email Address:**

pinecountrylandscaping@outlook.com

**Today's Date:**

1-23-25

**All applicants shall file with the City Auditor by December 13<sup>th</sup> as part of this application:**

**Certificate of Liability Insurance**

**LICENSE FEE:**

\$100 if initial application, make checks payable to City of Valley City

\$50 if renewal application Paid CK# 1254 1-28-25

**RETURN TO:**

Valley City Auditor  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072  
Phone: (701) 845 - 1700

Add to List  
Website

**Commission Approval:**



# CERTIFICATE OF LIABILITY INSURANCE

PINECOU-01

SPETERSON

DATE (MM/DD/YYYY)  
1/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	FAX (A/C, No.): (701) 845-0781
	PHONE (A/C, No, Ext): (701) 845-6870	
INSURED	E-MAIL ADDRESS: insurance@dacotahbank.com	NAIC #
	INSURER(S) AFFORDING COVERAGE	INSURER A : United Fire & Casualty Company 13201
Pine Country Nursery LLC 911 Main St E Valley City, ND 58072	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A <input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			60379610	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
	CLAIMS-MADE <input checked="" type="checkbox"/>	OCCUR					
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
A <input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY			60379610	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/>	SCHEDULED AUTOS <input type="checkbox"/>	NON-OWNED AUTOS ONLY <input type="checkbox"/>				
A <input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	60379610	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$ 2,000,000
	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/>				
	DED <input type="checkbox"/>	RETENTION \$ <input type="checkbox"/>					
A <input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N / A	60379610	1/1/2025	1/1/2026	X PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.I. EACH ACCIDENT \$ 1,000,000 E.I. DISEASE - EA EMPLOYEE \$ 1,000,000 E.I. DISEASE - POLICY LIMIT \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Proof of Insurance Landscape - Gardening

CERTIFICATE HOLDER	CANCELLATION
City of Valley City Valley City Auditor 254 2nd Ave NE Valley City, ND 58072	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# ORDINANCE NO. 116~~87~~

**An ordinance to amend and reenact subsection 1 of section 4-01-03 of the Valley City Municipal Code related to new alcoholic beverage license for private golf courses.**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA, PURSUANT TO THE HOME RULE CHARTER OF THE CITY OF VALLEY CITY, NORTH DAKOTA:

**Section 1. Amendment.** Section 7-03-05.1 of the Valley City Municipal Code is amended and reenacted as follows:

*Private golf course.*

- a. The private golf course license shall be for the on-sale of liquor, beer, and wine by an operator of the food and beverage concession at a golf course that is operated by any person other than the City of Valley City or the city park district.
- b. Premises. A licensee shall be allowed to serve alcoholic beverages only in areas which are specifically identified as the licensed premises. This shall not include the parking lot or the golf course itself, except
  1. The licensed premises shall extend to allow service of alcoholic beverages on the golf course from one remote location or one mobile cart, if permitted by the operator of the golf course. No additional license is required for the sale of alcoholic beverages from a location or cart permitted under this provision.
- c. Restrictions.
  1. The licensee shall operate a restaurant on the licensee's licensed premises and shall have, on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages which are consumed in the dining area. The City shall verify compliance with this provision in the same manner as described in section 4-01-03(2)(b).
  2. The private golf course license is not transferable and may be held only by the operator of the private golf course concession and shall terminate with the termination of the contract or lease of the concession.
  3. Off-sale is prohibited. An alcoholic beverage may be removed from the licensed premises only if
    - i. Removal of on-sale beverages from the licensed premises is authorized under state law; or
    - ii. An alcoholic beverage that is purchased for on-sale consumption on the golf course is sealed (or resealed) in its original can or bottle at the time of removal. A bottle or can that cannot be resealed must not be removed from the premises.
- d. The licensee may be approved for a special event permit under section 4-01-24.

**Section 2.** Any ordinances of the City of Valley City which are in conflict with this ordinance are hereby repealed.

**Section 3.** Should any part of this ordinance be declared unconstitutional or invalid, the remaining portion thereof will remain in full force and effect.

**Section 4. Effective Date.** This ordinance shall be in full force and effect from and after its final passage

and approval.

ATTEST:

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Dave Carlsrud, President of the Board of City  
Commissioners, City of Valley City

---

Brenda Klein, Finance Director

Introduction and First Reading:

Second Reading and Final Approval:

Publication and Effective Date:

## **RESOLUTION NO. 2473**

### **A RESOLUTION TO ANNEX TERRITORY**

WHEREAS, the Board of City Commissioners of the City of Valley City, North Dakota, desires to annex territory contiguous to the corporate limits of the City pursuant to Section 40-51.2-07 of the North Dakota Century Code, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA:

1. That the boundaries of the City of Valley City, Barnes County, North Dakota, be and they are hereby extended so as to include and to incorporate within the corporate limits of the City of Valley City, Barnes County, North Dakota, the following tract(s) of land:

All of the previously unannexed portions of the following, as shown in the attached map:

Parcel A, Auditor's Lot Three (3), Lot Three (3) of Oxbow Addition, and Tract A Lot One (1) Block Three (3) of Woodland Park Subdivision all being in the Southeast Quarter (SE $\frac{1}{4}$ ) of Section Twenty-nine (29); Parcels B and E being in the Northeast Quarter (NE $\frac{1}{4}$ ) of Section Thirty-two (32); and Parcels C and D being in the Northwest Quarter (NW $\frac{1}{4}$ ) of Section Thirty-three (33) all within Township Once Hundred Forty (140) North, Range Fifty-eight (58) West of the Fifth Principal Meridian, within Barnes County, North Dakota.

2. That a hearing to determine sufficiency of protests shall be held at 5:00pm on March 18, 2025, in the City Hall Commission Chambers.
3. That this Resolution and a Notice of Hearing shall be published in the official newspaper of the City of Valley City once a week for two consecutive weeks, with the first publication to take place at the earliest available opportunity.
4. That written protests may be filed with the City Finance Director protesting against the annexation within 30 days of the first publication of this Resolution.
5. That no later than March 3, 2025, a copy of this Resolution and Notice of Hearing shall be mailed by certified mail to the owners of each parcel of real property within the area to be annexed. The Notice must inform landowners of the resolution, the time and place of hearing, and the requirement that protests must be filed in writing.
6. That no later than March 11, 2025, a copy of this Resolution and Notice of Hearing shall be mailed by certified mail to each city, county and/or township directly affected by the land area proposed to be annexed.

7. That no state-owned property may be annexed without the written consent of the state agency or department having control of the property.
8. That in the absence of protests filed by the owners of more than one-fourth of the territory proposed to be annexed as of the date of the adoption of this Resolution, the territory described in the resolution becomes a part of the city.
9. That when a copy of this Resolution and an accurate map of the annexed area, certified by the President of the Board of City Commissioners, are filed and recorded with the county recorder, the annexation becomes effective.

Dated this 4th day of February, 2025.

Approved:

---

Dave Carlsrud, President of the Board of  
City Commissioners of the City of Valley City,  
Barnes County, North Dakota

ATTEST:

---

Brenda Klein, Finance Director

Barnes County Emergency Management  
230 4<sup>th</sup> St NW Room 300  
Valley City ND 58072

Barnes County Emergency Management would like to inform you of important information regarding Barnes County's Multi Hazard Mitigation Plan (MHMP). FEMA regulations for local and tribal governments require that MHMP's be updated and resubmitted to FEMA for approval every five years.

As you are aware, local governments and tribes acting as sub grantees must have a FEMA approved MHMP in order to apply for and/or receive project grants under the following hazard mitigation assistance programs:

- Hazard Mitigation Grant Program (HMGP)
- Building Resilient Infrastructure and Communities (BRIC)
- Flood Mitigation Assistance (FMA)

Project grants obligated under any of these programs prior to the expiration of a FEMA approved mitigation plan are not affected by this policy and will continue to be administered under the terms of the grant award. To maintain eligibility for these grants, regulations require that a local government and tribe acting as sub grantee must have an approved MHMP at the time it receives the grants. Therefore, if any MHMP's lapse (i.e., expires before the new or updated plan is approved by FEMA), those jurisdictions will not be eligible for, and FEMA will not award, grant funds for projects under any of the above programs during the lapse. The fact that the local government or tribe had a FEMA approved MHMP when a declaration occurred, or when a BRIC or FMA grant application was submitted, is not sufficient to receive funds after the plan has expired.

**Barnes County's Multi Hazard Mitigation Plan expires on December 21, 2026 and we will begin our update process soon.** This signed letter serves as your jurisdiction's letter of intent to participate in the Hazard Mitigation Plan update by having at least one person be the voice of the city/county/Tribe for at least one(1) meeting and collaboration through electronic communication for several other meetings. **Please return no later than January 31, 2025.**

city of Valley City

City Mayor Print Name

Jessica Jenrich Emergency Manager

Signature & Date of City May

Signature & Date of Emergency Manager

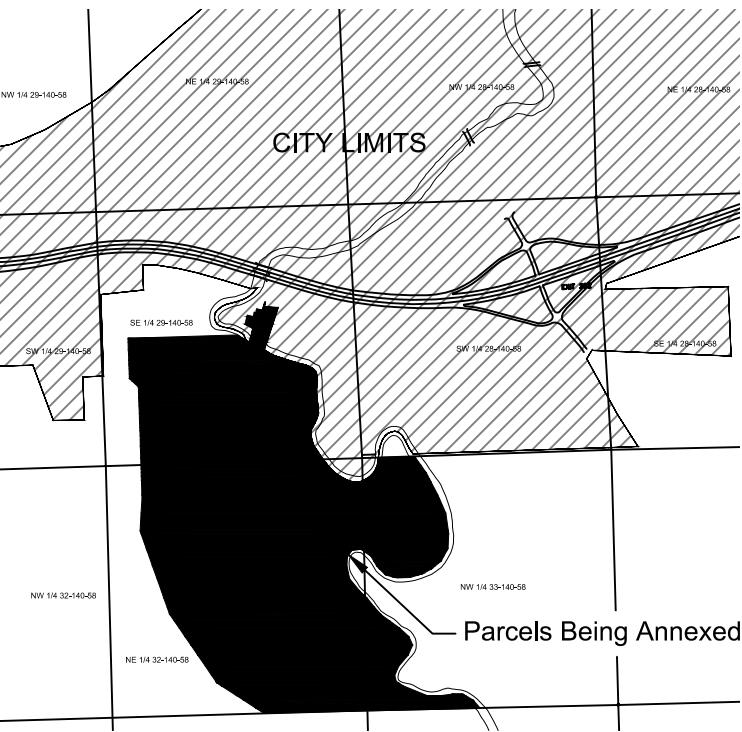
Email & Phone number

## ANNEXATION EXHIBIT

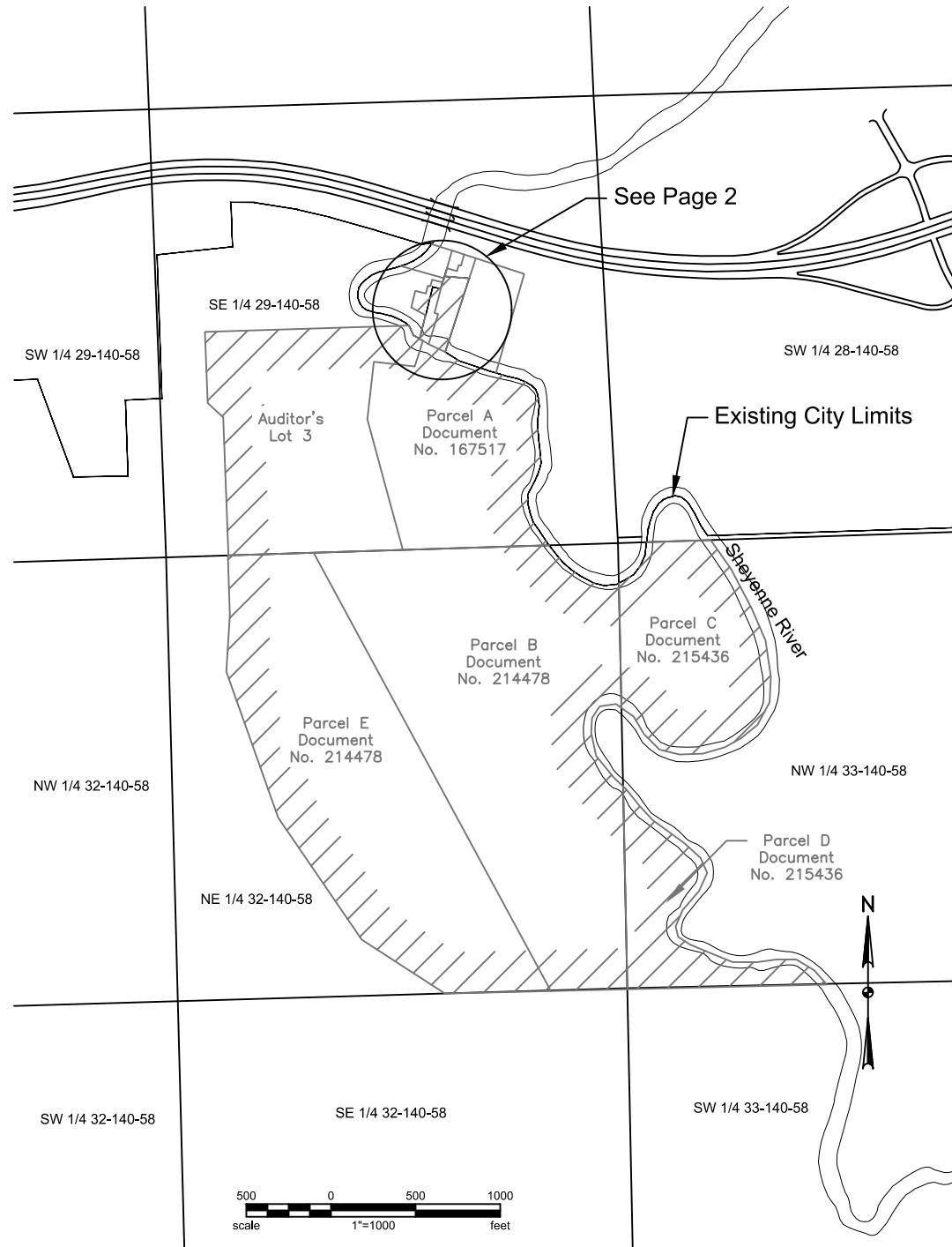
**Parcel A, Auditor's Lot 3, Lot 3 Oxbow Addition, and Tract A  
Lot 1 Block 3 Woodland Park Subdivision all being in the  
Southeast Quarter of Section Twenty-Nine (29);  
Parcels B and E being in the Northeast Quarter of Section  
Thirty-Two (32); and Parcels C and D being in the Northwest  
Quarter of Section Thirty-Three (33) all within Township One  
Hundred Forty (140) North, Range Fifty-Eight (58) West of the  
Fifth Principal Meridian, within Barnes County, North Dakota**

NOTE: Portions of Lot 3 Oxbow Addition and Tract A Lot 1 Block 3 Woodland Park Subdivision were previously annexed into the city before being platted. The entirety of Lot 3 Oxbow Addition and Tract A Lot 1 Block 3 Woodland Park Subdivision will be annexed into the City of Valley City with this Annexation.

### VICINITY MAP



PAGE 1

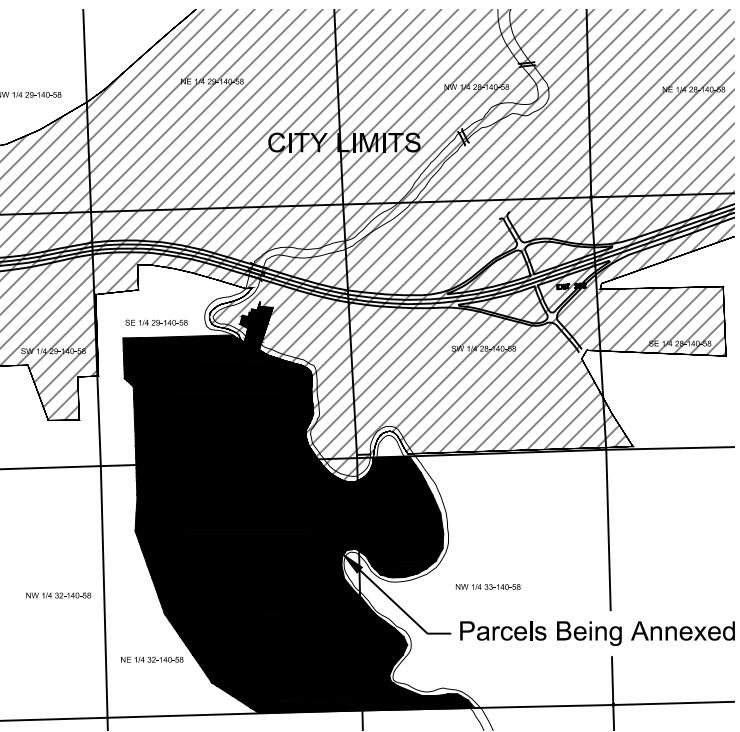


## ANNEXATION EXHIBIT

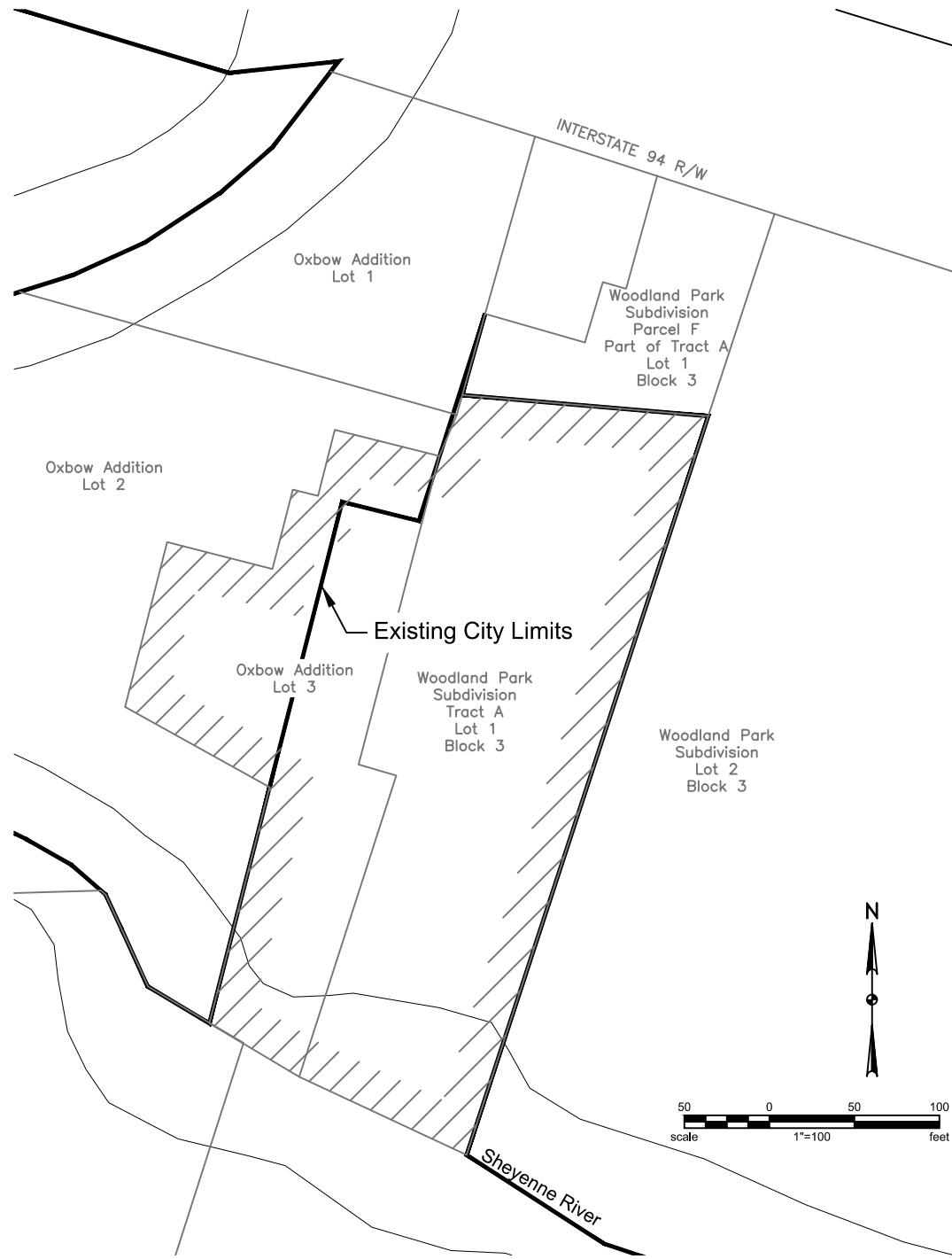
**Parcel A, Auditor's Lot 3, Lot 3 Oxbow Addition, and Tract A  
Lot 1 Block 3 Woodland Park Subdivision all being in the  
Southeast Quarter of Section Twenty-Nine (29);  
Parcels B and E being in the Northeast Quarter of Section  
Thirty-Two (32); and Parcels C and D being in the Northwest  
Quarter of Section Thirty-Three (33) all within Township One  
Hundred Forty (140) North, Range Fifty-Eight (58) West of the  
Fifth Principal Meridian, within Barnes County, North Dakota**

NOTE: Portions of Lot 3 Oxbow Addition and Tract A Lot 1 Block 3 Woodland Park Subdivision were previously annexed into the city before being platted. The entirety of Lot 3 Oxbow Addition and Tract A Lot 1 Block 3 Woodland Park Subdivision will be annexed into the City of Valley City with this Annexation.

### VICINITY MAP



PAGE 2



## Task Order: Valley City NW Water Tower Study

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 1, 2021 ("Agreement"), Owner and Engineer agree as follows:

### 1. Background Data

- a. Effective Date of Task Order: February 4, 2025
- b. Owner: City of Valley City
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): **Valley City NW Water Tower Study**
- e. Specific Project (description): Environmental Documentation, Preliminary Design, Final Design and Bidding & Negotiations

### 2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:  
set forth in Exhibit A, Scope of Services, and attached to and incorporated as part of this Task Order.
- B. Designing to a Construction Cost Limit – Not Used
- C. Other Services – Not Used
- D. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### 3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are: Not Used

### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: Not Used

## 6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		Hourly Rates
a. Environmental Documentation	\$29,000.00	
b. Preliminary Design	\$103,000.00	
c. Final Design	\$198,500.00	
d. Bidding & Negotiations	\$19,500.00	
<b>TOTAL COMPENSATION (lines 1.a-d)</b>	<b>\$350,000.00</b>	
2. Additional Services	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

## 7. Consultants retained as of the Effective Date of the Task Order: Moore Engineering

## 8. Other Modifications to Agreement and Exhibits: None

## 9. Attachments:

Exhibit A – Scope of Services – NW Water Tower: Environmental Documentation & Final Design

## 10. Other Documents Incorporated by Reference:

January 1, 2021 Agreement between Owner and Engineer for Professional Services

## 11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER: City of Valley City

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness:

By: \_\_\_\_\_

Print Name: Brenda Klein

Title: Finance Director

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gwen Crawford

Title: City Administrator

Address: 254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072-0380

E-Mail: gcrawford@valleycity.us

Phone: (701)845-8120

ENGINEER: KLJ Engineering LLC

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm's Certificate No. (if required): 061-C  
State of: North Dakota

Witness:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Chad Petersen

Title: Senior Project Manager

Address: 1010 4<sup>th</sup> Ave SW  
Valley City, ND 58072

E-Mail: chad.petersen@kljeng.com

Phone: (701)845-9446

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Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.

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and American Society of Civil Engineers. All rights reserved.



January 30, 2025

EXHIBIT A  
SCOPE OF SERVICES  
KLJ ENGINEERING LLC

Valley City NW Water Tower:  
Environmental Documentation and Final Design

**PURPOSE**

The purpose of this appendix is to describe the scope of services and responsibilities required to complete the environmental documentation and final design for the Valley City Northwest Water Tower.

**3.1. Environmental Documentation (Moore Lead)**

- Project Startup and Kickoff Meeting
- Project Management with team
- Preparation and submission of solicitation of views letters
- Review of agency comments
- Preparation of draft environmental report
- Final Environmental Report

**3.2. Preliminary Design (Moore Lead)**

- Prepare and update Project Work Plan
- Project Startup and Kickoff Meeting
- Project Management with team
- Communication with City Staff & KLJ
- Weekly correspondence with Design Team
- Submit ND One-Call; verify no utilities in project area (task to be completed by KLJ)
- Dry Utility Coordination (task to be completed by KLJ)
- Complete Topographic and Boundary Survey, Aerial Imagery (task to be completed by KLJ and items provided to Moore)
- Bring KLJ existing conditions from topographic survey into Moore CADD
- Coordinate with Utility Companies on maps and utility location verification
- Site Visits - Field Review - Project Walkthrough, Meeting with City
- Coordination for Geotechnical Report
- Identify boring locations
- FAA approval, documentation, coordination
- Establish overflow elevation
- Confirm tank size
- Plan Preparation
- Prepare Site Removals Sheet
- Prepare Site Layout Sheet



- Coordination with City on Logo
- Engage Electrical Engineer and tank consultant
- Water Tower Details, Prelim. Logo's
- Demolition plan - Stand Pipe and Water Tower
- Zoning water changes - water main connections and removals
- Verify Water System Modeling
- Updates to Water Modeling - Water Main Sizing (Pressures/Flows)
- Prepare Preliminary Project Manual
- Outline Specifications
- Prepare Preliminary Bid Proposal and Engineer's Estimate
- Hold Preliminary Plan Review Meeting with City and KLJ
- Perform an internal QC/QA review of Prelim Plans
- Attend City Council Meetings
- Funding Assistance DWSRF/DWR
- Correspondence with City
- Prepare documents/attend DWR Meetings/Secure DWR Cost Share for Design (task to be completed by KLJ)
- Establish and implement public involvement strategies
- Prepare and attend public input meeting

### **3.3. Final Design (Moore Lead)**

- Biweekly Correspondence with Design Team
- Review and incorporate Geotechnical Report Recommendations
- Field Review
- Prepare and submit DWR Application (task to be completed by KLJ)
- Correspondence with NDDEQ
- Plan Preparation
- Cover, TOC, and General Layout
- Plan Notes
- Survey Layout Sheets
- Existing Conditions Sheet
- Site Removal Sheet for Water Tower and Standpipe
- Tank floor plan
- Tank profile sheet
- Prepare Water Tower Details
- Verify operations of pumps, meters, and check valves
- Logo Design and Color Palette Coordination
- Plan & Profile Drawing Sheets - water main (zoning changes)
- Typical Section Sheets
- Erosion Control/SWPPP Drawing Sheets
- Foundation Design - Soil as per Geotech
- Design Review Meetings
- Project Manual
- Bidding Contract Documents (Front End Documents)
- Specs (General & Technical)



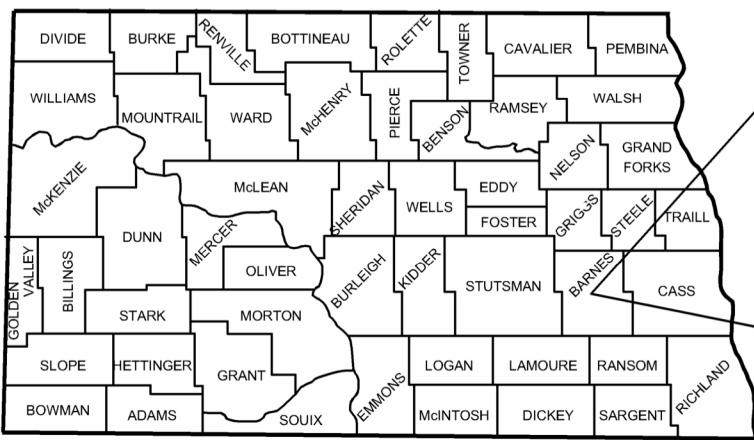
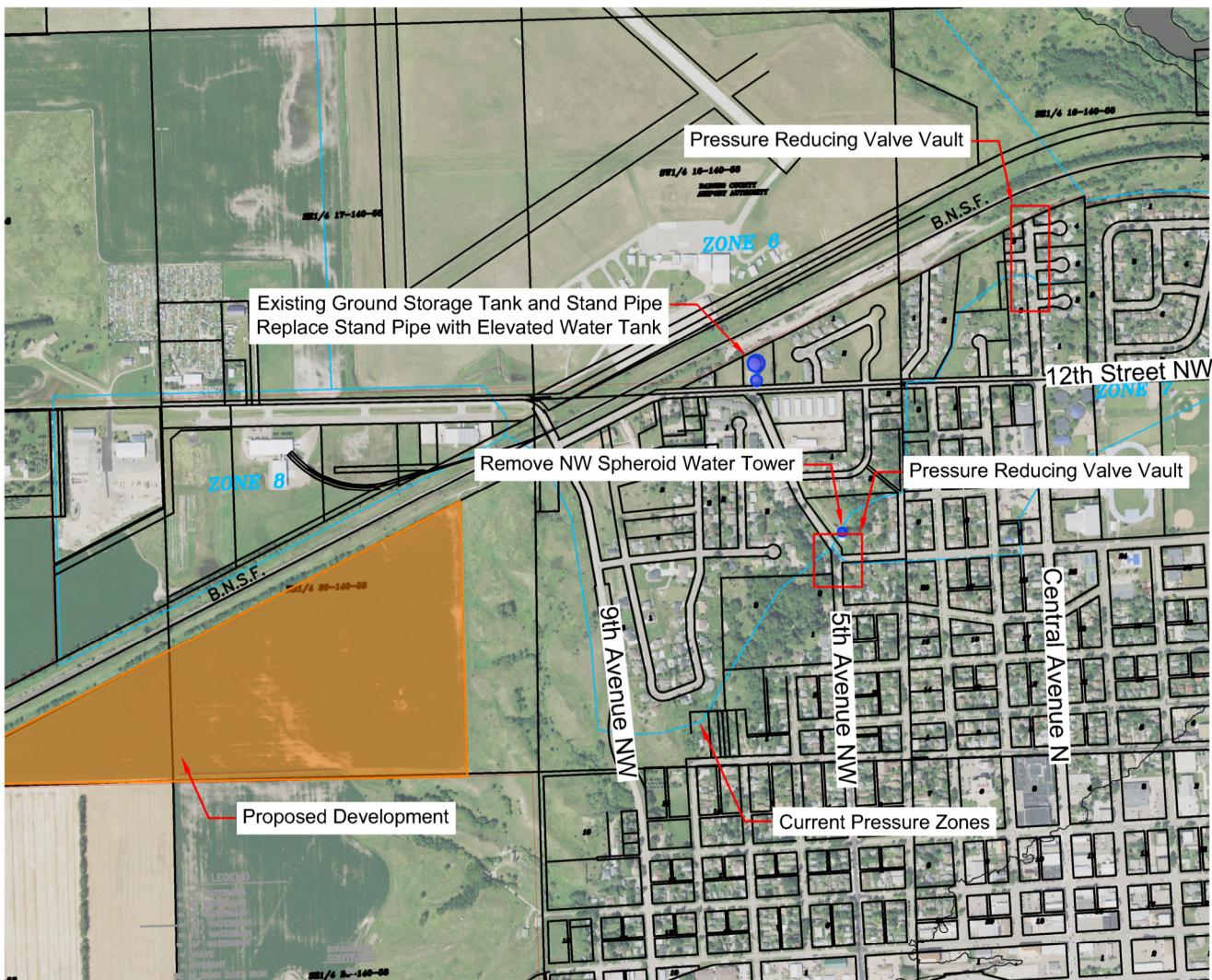
- Update Engineer's Opinion of Probable Construction Cost - 90%
- Plan-in-Hand, 90% Plan QMP & Stakeholder Review
- Incorporate Stakeholder and QMP Comments
- Update Engineer's Opinion of Probable Construction Cost - 100%
- Coordination with Subs (electrical and tank consultant) on Specifications
- Provide submittal-set to NDDEQ for review; Response to NDDEQ
- Plan PDF and stamping/signing
- Present Final Plans and Specifications for approval
- Prepare documents/ attend DWR Meeting/Secure Cost Share for Construction
- QA/QC

### **3.4. Bidding & Negotiations (Moore Lead)**

- Upload final PDF bidding documents on QuestCDN
- Coordinate advertisement in official, daily and trade newspapers
- Answering phone calls from prospective bidders
- Prepare Addenda
- Bid Opening Via Quest VPN
- Prepare Bid Tabulation
- Prepare Engineer's Statement of Cost & Engineer's Recommendation to Award letter
- Attend City Council meeting for Award of Contract
- Correspondence with Contractor
- Assemble & Route Contracts for Execution
- Project Management

# Northwest Water Distribution Project

## City of Valley City, North Dakota



Valley City, ND



This is Task Order No. 2504-00261-1,  
consisting of 3 pages.

## **Task Order: Hyland Park Estates Water, Sewer, Storm Sewer & Paving Improvements**

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 1, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: February 4, 2025
- b. Owner: City of Valley City
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): Hyland Park Estates Final Design
- e. Specific Project (description): Final Plans and Specifications for Water, Sanitary Sewer, Storm Sewer & Paving Improvements along 8 ½ Ave NW and 10<sup>th</sup> St NW

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:  
set forth in Exhibit A, Scope of Services, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services – Not Used
- C. Designing to a Construction Cost Limit – Not Used
- D. Other Services – Not Used
- E. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

- A. Additional Services that may be authorized or necessary under this Task Order are: Not Used

### **4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

## 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: Not Used

## 6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Design Engineering	\$50,500	Hourly
<b>TOTAL COMPENSATION (lines 1.a)</b>	<b>\$50,500</b>	
2. Additional Services	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

## 7. Consultants retained as of the Effective Date of the Task Order: None

## 8. Other Modifications to Agreement and Exhibits: None

## 9. Attachments:

Exhibit A – Scope of Services –Design Engineering

## 10. Other Documents Incorporated by Reference:

January 1, 2021 Agreement between Owner and Engineer for Professional Services

## 11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER: City of Valley City

By: \_\_\_\_\_

Print Name: Gwen Crawford

Title: City Administrator

Witness:

By: \_\_\_\_\_

Print Name: Brenda Klein

Title: Finance Director

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gwen Crawford

Title: City Administrator

Address: 254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072-0380

E-Mail: gcrawford@valleycity.us

Phone: (701)845-8120

ENGINEER: KLJ Engineering LLC

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm's Certificate No. (if required): 061-C

State of: North Dakota

Witness:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Chad Petersen

Title: Senior Project Manager

Address: 1010 4<sup>th</sup> Ave SW  
Valley City, ND 58072

E-Mail: [chad.petersen@kljeng.com](mailto:chad.petersen@kljeng.com)

Phone: (701)845-9446

---

### Task Order Form

EJCD® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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and American Society of Civil Engineers. All rights reserved.



**EXHIBIT A  
SCOPE OF SERVICES  
DESIGN ENGINEERING**

**January 30, 2025**

**KLJ Engineering LLC**

**Hyland Park Estates - Final Design**

**8 ½ Ave NW and 10<sup>th</sup> St NW  
Water, Sanitary Sewer, Storm Sewer and Paving Improvements**

**PURPOSE**

The purpose of this exhibit is to describe the scope of services and responsibilities required to complete the design engineering services. KLJ Engineering, LLC (KLJ) will provide Project Management, design and preparation of final construction plans, specifications, and estimates.

**3.1. PROJECT MANAGEMENT & COORDINATION**

**Management & Coordination**

KLJ will manage the project and provide overall coordination of the work completed by the project teams. This work will consist of managing work assignments, internal team meetings, client coordination, project budget and schedule.

**Cost-Share Requests – North Dakota Department of Water Resources**

KLJ will submit cost-share request to the North Dakota Department of Water Resources for preliminary engineering necessary to develop plans and specifications for the water main for the referenced project. Following the completion of the plans and specifications, KLJ will submit cost-share request for the construction of the water main.

**3.2. PRELIMINARY ENGINEERING**

**Field Survey**

KLJ will complete pickup surveys to supplement work completed to date for items such as topography, utility locations and right of way. KLJ will download the survey information for use in the preliminary and design phases of the project.

**Construction Cost Estimates**

KLJ will prepare preliminary construction cost estimates. A total preliminary cost estimate for right of way, utility relocations and engineering services will be included in this section.

**Utility Coordination**

KLJ will identify utility conflicts and work with the utility companies to inventory and develop any relocation or replacement plans for existing utility facilities. KLJ will facilitate the meeting with affected utilities, if deemed necessary.



### 3.3. PUBLIC INVOLVEMENT

#### City Commission Meetings (2)

KLJ will attend up to two City Commission Meetings at an appropriate time in the project development to discuss proposed improvement alternatives.

#### Public Informational Meeting

KLJ will prepare for and attend a public informational meeting for the proposed project during the special assessment process. The purpose of the meeting is to present to the public the project and obtain comments on the proposed improvements. The meeting will be held after the preliminary engineering report has been completed. The format for the meeting will be an open house format.

### 3.4. PLAN DEVELOPMENT

#### Roadway Design & Plan Preparation

The roadway design will include design and plan development for the following plan sections per NDDOT Design Manual:

- Section 1 Title Sheet
- Section 2 Table of Contents/Standard Drawings
- Section 4 Scope of Work
- Section 6 Notes
- Section 8 Estimate of Quantities
- Section 10 Basis of Estimate
- Section 20 General Details
- Section 30 Typical Sections
- Section 40 Removals
- Section 50 Inlet & Manhole Summary
- Section 55 Utility Plan & Profile (Water and Sanitary Sewer)
- Section 60 Plan & Profile (Roadway and Storm)
- Section 76 Temporary Erosion Control
- Section 77 Permanent Erosion Control
- Section 90 Paving Layouts
- Section 100 Work Zone Traffic Control
- Section 200 Cross Sections

#### 90% Plan Submittal and Review

KLJ will assemble and distribute plans at approximately 90% completion for review by the City. KLJ will also conduct and document internal QC/QA reviews within this activity.

#### Final Plans Revisions and Submittal

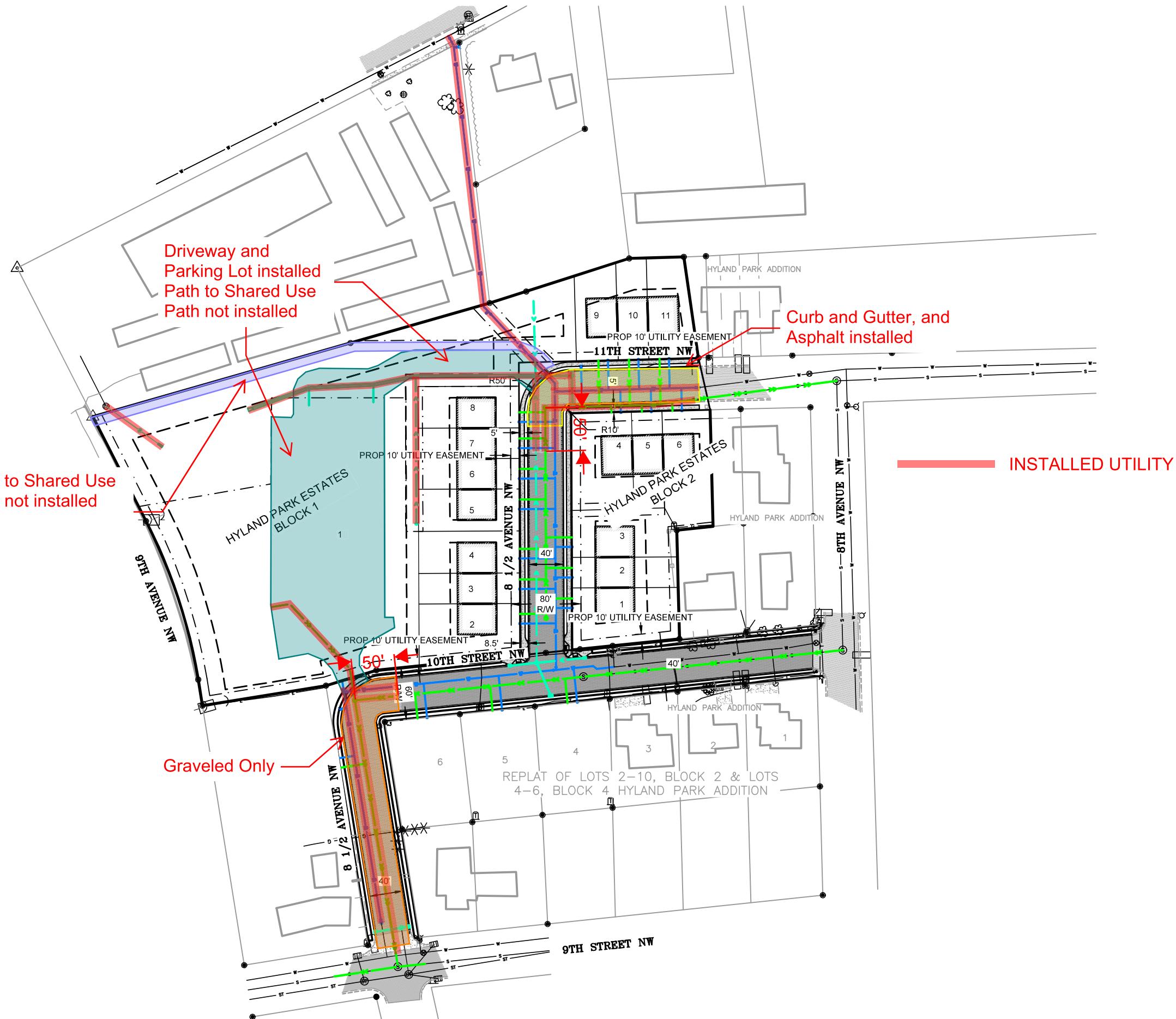
Revisions from the review will be incorporated into the final plans. KLJ will complete and document a final internal QA review.

#### Opinion of Cost

KLJ will create the Opinion of Cost at 90% plans and Final Plans.

#### Bid Opening

KLJ will provide interpretive assistance during the bidding process. KLJ will assist Valley City in analysis of bids received and recommending award of work.



HYLAND PARK ESTATES  
VALLEY REALTY  
VALLEY CITY, NORTH DAKOTA

PROJECT SCOPE

THIS DOCUMENT WAS  
ORIGINALLY ISSUED AND  
SEALED BY  
JEREMY DEWALD  
REGISTRATION NUMBER  
PE-8769  
ON 10/06/2021 AND THE  
ORIGINAL DOCUMENT IS  
STORED AT THE WEST FARGO  
KLJ OFFICE.

## CONTRACT FOR CUSTODIAL MAINTENANCE SERVICES

THIS AGREEMENT is entered into by and between **THE CITY OF VALLEY CITY**, a municipal corporation of Barnes County, North Dakota, hereinafter called "City", and **K & S CARPET CLEANERS & RESTORATION INC.**, 148 12<sup>th</sup> Avenue NE, Valley City, North Dakota 58072, hereinafter called "Contractor".

The City, desiring to hire Contractor to perform designated custodial maintenance services, and the Contractor, desiring to provide said services, hereby agree as follows:

1. Contractor, as an independent contractor and not as an employee, agrees to perform custodial maintenance services in the City buildings identified on Exhibit A attached hereto. Said Exhibit A further sets forth the type and frequency of maintenance services to be performed in each building on a regular basis, except for holidays observed by the City. The work performed by Contractor is subject to inspection by City. Deficiencies in service will be determined solely by City and reported to Contractor.
2. This Agreement shall commence on February 1, 2025, and will continue for a period of three years, ending on January 31, 2028. This Agreement will automatically renew on an annual basis thereafter, subject to the same terms and conditions, unless (i) the Agreement is terminated or (ii) the parties negotiate and enter into a new agreement.
3. The City may terminate this Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Contractor at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
  - a. Missing a scheduled cleaning date (unless Contractor notifies the City in advance and the work is performed the following business day).
  - b. Failure to fully comply with all the provisions, terms, specifications and requirements of this Agreement.
  - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Contractor and/or employees or agents of the Contractor.

- d. Failure to provide an excellent level of service or high-quality supplies and materials after notification by the City.
- 4. Contractor shall be paid at an agreed upon rate of \$35.00 for each hour performing the prescribed services at the following facilities:
  - a. City Hall: two hours, two days per week. Maximum of four hours per week.
  - b. Police Station: two hours, three days per week. Maximum of six hours per week.
  - c. National Guard: Maximum of two hours per week.
  - d. Transfer Station: Maximum of two hours per week.
- 5. In addition, Contractor shall be paid a fee of \$346 per month for performing the prescribed services at the Service Center. This is to include two hours of cleaning, one day per week (Tuesday or Thursday).
- 6. Contractor shall submit a monthly voucher to the City on or before the last day of each month, which shall be processed and paid with the regular City bills.
- 7. Cleaning of the Police Station and National Guard must occur during regular business hours. No employee of the Contractor may work at any other City facility outside of normal business hours unless the employee has established an employment history with Contractor and has performed services for City for at least two years.
- 8. The City will supply cleaning agents, garbage bags, vacuums, mop and mop bucket. Contractor will supply all other cleaning supplies and materials not provided by City which are reasonably necessary to perform the prescribed custodial maintenance services. The quality of the cleaning agents, supplies and materials shall be determined solely by the City.
- 9. The City will maintain public liability and property insurance upon its premises. The Contractor assumes full liability and responsibility for all activities performed by Contractor, its agents and employees pursuant to this Agreement and agrees to indemnify and hold the City harmless from any claims, damages, suits, actions, liabilities and costs of any kind or nature brought against the City, its officers, agents, employees and volunteers arising or resulting from or in any way connected with the Agreement and the action, actions, or inaction of the Contractor, its agents and employees. The Contractor will maintain liability insurance coverage covering performance

under this Agreement, the City shall be named as an additional insured, and the Contractor will provide a copy thereof to the City.

10. The Contractor agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with this Agreement.
11. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent contractors performing work in city facilities are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
12. The City and Contractor shall comply with all provisions and requirements of Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991; and the Americans With Disabilities Act of 1990, as amended. During the performance of this Agreement, the parties shall not discriminate against any person or group of persons on the basis of age, race, color, religion, sex, mental or physical disability, national origin, or income status.
13. Smoking is not permitted on or within 20 feet of City property at any time.
14. Only authorized employees of Contractor are permitted to access City facilities. Guests are prohibited. Subcontractors are not permitted under this Agreement.
15. No employee of Contractor shall disturb, touch or move items on or in desks, cabinets, boxes, tables, etc, including papers, phones, office machines and computers, without consent of the City.

Dated this \_\_\_\_\_ day of February, 2025.

Dated this \_\_\_\_\_ day of February, 2025.

CITY OF VALLEY CITY

K&S CARPET CLEANERS AND RESTORATION

---

Gwen Crawford  
City Administrator

---

Name:  
Its:

## K&S Carpet Cleaners & Restoration Inc.

\$35/Hours	City Hall	\$ 560.00
	Police station	\$ 840.00
	National Guard	\$ 280.00
	Transfer Station	\$ 280.00
	Service Center	\$ 346.00
		<u>\$ 2,306.00</u>

Contractor will provide some cleaning products including towels, mop essentials & chemicals

City supplies vacuums, garbage bags, cleaning agents and equipment.

## ServiceMaster

City Hall	\$ 1,400.00
Police station	\$ 1,300.00
National Guard	\$ 400.00
Transfer Station	\$ 400.00
Service Center	\$ 800.00
	<u>\$ 4,300.00</u>

Contractor provides all cleaning supplies and equipment

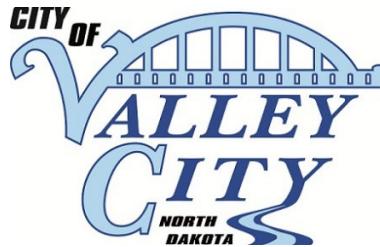
## Mindt Condition

**\$9,800 Per Month for all locations**

Contractor provides all cleaning supplies and equipment

\*Will do a deep cleaning every 6 months, this does not include carpet cleaning, floor wax/strip

City Hall  
254 2nd Ave NE  
Valley City, ND 58072-0390



ph: 701-845-1700  
[www.valleycity.us](http://www.valleycity.us)

### REQUEST FOR QUOTES – CUSTODIAL MAINTENANCE SERVICES

The City of Valley City is requesting quotes for custodial maintenance services at the following locations:

City Hall, 254 2<sup>nd</sup> Ave. NE  
Police Station & Municipal Court, 216 2<sup>nd</sup> Ave. NE  
Service Center, 136 4<sup>th</sup> Ave. SE  
Transfer Station, 11490 35<sup>th</sup> St. SE  
National Guard Armory 747 7<sup>th</sup> St. SE

**Form:** Name of business  
Name of contact person  
Business address  
Business phone  
Acceptance of City's terms and any proposed exceptions  
Monthly or hourly rate

**Deadline:** January 28, 2025, 4:00pm

**Submit to:** City Auditor's Office  
City Hall  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072  
[jhintz@valleycity.us](mailto:jhintz@valleycity.us)

**Terms:**

1. Contract approval date: February 4, 2025.
2. Contract start date: February 5, 2025.
3. Initial term: Three years.
4. Requested services and cleaning schedule are attached.
5. Maximum anticipated weekly hours & time of service:
  - a. City Hall: Six hours. M-Th 8am-5pm; F 8am-4pm.
  - b. Police Station & Municipal Court: Six hours. M-F 8am-5pm.
  - c. Service Center: Four hours. M-F 4pm-7am.
  - d. Transfer Station: Two hours. M-F 7am-4pm.
  - e. National Guard Armory: Two hours. Regular business hours, prior approval required.
6. Services will not be provided on City holidays or during emergency closures.
7. A key may be provided to Contractor for after-hours service if requested by City. Contractor is responsible for maintaining security of key and is further responsible for damages if key is lost, including cost of changing locks or reprogramming security system.

8. If requested, Contractor shall provide sufficient information for City to perform background check on individuals working in City buildings.
9. Minimum requirements: 18 years of age; valid ND driver's license.
10. Contractor shall submit a monthly voucher to the City on or before the 25<sup>th</sup> of each month, which shall be processed and paid with the regular City bills.
11. Contractor will supply all cleaning supplies, vacuum and other tools, equipment, and materials reasonably necessary to perform the prescribed custodial maintenance services. The quality of the cleaning agents, supplies and materials shall be determined solely by the City.
12. The City will maintain public liability and property insurance upon its premises. The Contractor assumes full liability and responsibility for all activities performed by Contractor, its agents and employees pursuant to the Agreement and agrees to indemnify and hold the City harmless from any claims, damages, suits, actions, liabilities and costs of any kind or nature brought against the City, its officers, agents, employees and volunteers arising or resulting from or in any way connected with the Agreement and the action, actions, or inaction of the Contractor, its agents and employees. The Contractor will maintain liability insurance coverage covering performance under the Agreement, the City shall be named as an additional insured, and the Contractor will provide a copy thereof to the City.
13. The Contractor agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with the Agreement.
14. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent contractors performing work in city facilities are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
15. Smoking is not permitted on or within 20 feet of City property at any time.
16. Only authorized employees of Contractor are permitted to access City facilities. Guests are prohibited. Subcontractors are not permitted under the Agreement.
17. No employee of Contractor shall disturb, touch or move items on or in desks, cabinets, boxes, tables, etc, including papers, phones, office machines and computers, without consent of the City.
18. The City may terminate the Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Contractor at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
  - a. Missing a scheduled cleaning date.
  - b. Failure to fully comply with all the provisions, terms, specifications and requirements of the Agreement.
  - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Contractor and/or employees or agents of the Contractor.
  - d. Failure to provide an excellent level of service or high-quality supplies and materials after notification by the City.

**EXHIBIT A - CITY HALL**

<b>Monday</b>	<b>Wednesday</b>	<b>Monthly</b>
Empty Garbage & Cardboard Recycling	Empty Garbage & Cardboard Recycling	
Clean Bathrooms, wash sinks, counters, shelves and toilets. Refill Toilet Paper and Paper Towels.	Clean Bathrooms, wash sinks, counters, shelves and toilets. Refill Toilet Paper and Paper Towels.	
Vacuum hallways & traffic areas. Clean Entry Windows & City Hall Windows	Vacuum hallways & traffic areas. Clean Entry Windows & City Hall Windows	
Vacuum all carpet areas in East portion of building. Clean mats under office chairs.	Vacuum all carpet areas in West portion of building. Clean mats under office chairs.	Dust baseboards, tops of pictures, wash wall by doors and bases of chairs.
Wash/mop all tiled-floors including corners, move rugs with mop bucket and water.	Wash/mop all tiled-floors including corners, move rugs with mop bucket and water.	
Wipe off counter, sink, tables, in break room and bathroom	Wipe off counter, sink, tables, in break room and bathroom	Clean Vacuum Filter
Dust window ledges, tops of cabinets & bookshelves in east portion of building. Including Commission Chambers & Chamber Tables	Dust window ledges, tops of cabinets & bookshelves in west portion of building. Including Commission Chambers & Chamber Tables	

\*\*\*Two times per month clean Mayor & City Administrators Office

Including Dusting Furniture, window ledges, bookcases & filing cabinet. Wipe down chairs

<b>EXHIBIT B</b> <b>Police Station</b>			
<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>	<b>Monthly</b>
Empty Garbage	Empty Garbage	Empty Garbage	Clean Vacuum Filter
Clean Bathrooms	Clean Bathrooms	Clean Bathrooms	Vacuum & Dust Courtroom 2 X's a month (Before Court)
Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum & Dust Conference Room
Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Vacuum & Dust Interview Room
Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Vacuum & Dust Sgt/Officer Space

\* No other office space needs cleaned as they clean their own

\*\* Clean mats under office chairs as needed

<b>EXHIBIT C</b>		<b>NATIONAL GUARD CLEANING SCHEDULE</b>	
	<b>1 Day a Week</b>		<b>Monthly</b>
	Clean Bathrooms (3)		
	Empty Garbages		
	Vacuum Runners/Rugs		
	Wash/mop all tiled floors including corners, move rugs		

**EXHIBIT D****SERVICE CENTER CLEANING SCHEDULE**

Once A Week	Monthly
Empty Garbage & Recycling *	
Clean Bathrooms	
Vacuum hallways & traffic areas	Dust baseboards, tops of pictures, wash wall by doors
Vacuum all carpet areas in West portion of Building -Including conference room & copy room	Clean Window Sills
Wash/mop all tiled-floors including corners, move rugs	Clean Vacuum Filter
Wipe off counter, sink, tables, in break room	Dust window ledges, tops of cabinets & bookshelves

\* Recycling to Include paper &  
Cardboard

\*\* Clean mats under office chairs as  
needed

<b>EXHIBIT E</b>		<b>TRANSFER STATION CLEANING SCHEDULE</b>
<b>Once A Week</b>	<b>Monthly</b>	
Clean transfer station office		
Clean Bathrooms and breakroom (downstairs) and empty the garbage cans		
Wipe down counters, window ledges and tables	Clean walls by doors	
Sweep and mop the floors and mats-Move the rugs and mats	Dust pictures	
Vaccuum the rugs	Clean south windows, inside and outside	